

STATEMENT OF WORK

1.0 DESCRIPTION OF WORK

- A. The vendor shall provide all labor and equipment to perform the work required to properly maintain the installed mechanical equipment at the Airport Traffic Control Tower (ATCT) at Kailua-Kona, Hawaii. This Statement of Work covers the requirements of the Federal Aviation Administration, hereinafter referred to as the Government or FAA, for all work associated with the maintenance of the existing mechanical equipment at the Airport Traffic Control Tower (ATCT) at Kailua-Kona, Hawaii. The items described in the attached Schedule of Work are inclusive of the work described as:
 - 1. ALL WORK TO MAINTAIN THE EXISTING MECHANICAL SYSTEMS AT THE KONA AIRPORT TRAFFIC CONTROL TOWER and BASE BUILDING.
- B. Location – Kona Airport Traffic Control Tower 73-230 Weke’ula St. Kailua-Kona, HAWAII

1.1 CONDUCT OF WORK

- A. Coordination and Access to Site.
 - 1. General Area Requirements: Contractor shall confine all operations, activities, storage of materials and employee parking within the area of the ATCT as coordinated with the SSC Manager. Additional space the Contractor deems necessary shall be obtained off site, at no additional cost to the Government.
 - a) Access: Access for the Contractor, sub-contractors, employees, deliveries, etc., shall be from Terminal Circle Road. Usual access shall not be through airport secured property.
 - b) Clear Access: Access to the construction site shall be kept unobstructed. If temporary access obstruction is unavoidable, the Contractor shall advise the SSC Manager immediately.
 - c) Vehicle Capacity: Vehicles transporting materials shall not be loaded beyond the capacity prescribed by Federal, State or Local law.
 - d) Obstructions: Obstruction of existing roadways, driveways, parking lots, etc., to the surrounding private businesses is strictly prohibited.
- B. Existing Facility Operations: The Contractor shall perform all work with a minimum disruption to airport operations. Any work performed within 500 feet of any active runway may require its closing. Advance notice of at least 24 hours of proposed work near an active runway must be given to the SSC Manager. All work shall be coordinated with the airport traffic control personnel, airport security and other contractors through the SSC Manager. In the event of any actual or potential conflict, air traffic control activities shall have priority over all contractor activities. The Contractor shall plan for and provide services in such a manner and at such times that will not disrupt airport or airport traffic control operations.
- C. Damage to the Site or to Adjacent Properties: Damage caused by the Contractor's activities to existing paving, lawns, curbs, sidewalks, interior/exterior of adjacent buildings shall be repaired to the original condition. All costs of repairs shall be paid

by the Contractor. After notice to proceed and prior to the start of construction, the Contractor and SSC Manager shall conduct joint inspections of the existing areas affected by the construction. Existing damage/defects shall be noted and will be used as the basis for determination of damages caused by the Contractor's operations.

- D. Contractor's Use of Premises: The Contractor shall assume full responsibility for the protection and safekeeping of products stored on the site.
 - 1. Site Maintenance: The Contractor and its subcontractors shall maintain the job site in a neat and orderly condition - This includes the daily removal of rubbish, waste, tools, equipment and materials not required for the work in progress.
- E. Government Use and Access to Premises: The Government reserves the right to enter the premises during the term of the contract for periodic work inspections. The Contractor shall allow the SSC Manager complete access to all portions of the work.
- F. Work hours: All work shall be performed between the hours of 6:00 a.m. to 4:30 p.m., Monday through Friday. No work shall be performed outside these hours or scheduled on Saturdays, Sundays, or legal holidays without prior approval of the SSC Manager and the airport authority.
- G. Notification of planned overtime work: In the event the Contractor intends to work overtime, nights, weekends or holidays, the Contractor shall notify the SSC Manager at least 24 hours in advance of the commencement of the overtime work and 48 hours prior to night, weekend or holiday work.
- H. Security Requirements: The Contractor shall provide the SSC Manager prior to the notice to proceed date with a list of contractor's personnel, who will require access to parts of the project site which are located within the secured perimeter of the ATCT.
 - 1. Work Crews: Contractor's personnel may be subject to security investigation by FAA. The Contractor shall promptly complete for each such employee such security forms as are furnished by the Resident Engineer.
 - 2. "Right to Search": Current procedures at FAA facilities located within airport boundaries include the "right to search". If in the judgment of the authorized security personnel, a cause to search a vehicle or the person of personnel exists, such search will be made.
- I. Motorized Equipment
 - 1. Vehicles: Unattended vehicles on the construction site or within 100 feet of airport security fencing shall be rendered immobile by removing the keys or other suitable means.
 - 2. Fire Extinguishers: Pickup trucks or other light passenger vehicles, one extinguisher per vehicle, rating 10 BC.
 - 3.

1.2 CONTRACTING OFFICER

- A. The term "Contracting Officer" (CO), as used herein denotes the person designated to act on behalf of the Government in the performance of this contract. Where reference

is made to the "Federal Aviation Administration" (FAA), "SSC Manager" (PE), "Contracting Officer's Representative" (COR), or the like, this shall mean the Contracting Officer or the Contracting Officer's authorized representative. Letters of delegation from the contracting officer outlining the authority of each representative will be issued to the P.E./COR and the contractor.

1.3 PHYSICAL DATA

- A. Data and information furnished or referred to below is for the Contractor's information. The Government will not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.
- B. Weather Conditions: Each bidder shall be satisfied before submitting their bid as to the hazards likely to arise from weather conditions. Complete weather records and reports may be obtained from any National Weather Service Office.
- C. Transportation Facilities: Each bidder, before submitting their bid, shall make an investigation of the conditions of existing public and private roads and of clearances, restrictions, bridge load limits, and other limitations affecting transportation and ingress and egress at the job site. The unavailability of transportation facilities or limitations thereon shall not become a basis for claims for damages or extension of time for completion of the work.

1.4 Schedule of Work

Provide the following:

Monthly

Check for any vibrations, short cycling of equipment, unusual noises or abnormal conditions, including frayed or loose belts.

Check all pressure gauges & temperature indicators and clean if needed.

Check all trap primers and clean if needed.

Check all VAV boxes for proper operation.

Check all unit heaters for proper operation.

Check air-cooled chillers for proper operation.

1. Supply & return temperature indicators.
2. Chilled water pump suction & discharge pressures.
3. Hose unit down with clean water.

Rotate Primary chiller operation.

Check and address chiller alarms.

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Check for water, refrigerant, oil, or other fluid leaks from the HVAC system..

Check water treatment equipment serving chilled water system.

Check heating water supply & return temperature indicators.

Check all humidifiers for proper operation, including those within air handling units.

Check filters and replace as necessary for the following equipment:

- AHU-1 (Base Building)
- AHU-2A and AHU-2B (ATCT)
- CRU-1A and CRU-1B (Base Building)
- CRU-2A and CRU-2B (ATCT)
- FCU-1 (Base Building)
- FCU-2, FCU-3, and FCU-4 (ATCT)
- FCU-5 and FCU-6 (ATCT Junction Level)
- VAV-1, VAV-2, VAV-3, VAV-4, and VAV-5 (Base Building)
- VAV-6, VAV-7, VAV-8, VAV-9, and VAV-10 (Base Building)
- VAV-11, VAV-12, VAV-13, VAV-14, and VAV-15 (Base Building)

Quarterly

Check fan motor belts and replace as necessary for the following equipment:

- AHU-1 (Base Building)
- AHU-2A and AHU-2B (ATCT)
- CRU-1A and CRU-1B (Base Building)
- CRU-2A and CRU-2B (ATCT)
- EF-1 (ATCT Junction)
- EF-2, EF-3 and EF-5 (Roof-Base Building)
- SPF-1 (ATCT)
- FCU-1 (Base Building)
- FCU-2, FCU-3, and FCU-4 (ATCT)
- FCU-5 and FCU-6 (ATCT Junction Level)

Inspect all pumps for proper operation.

Check seals & bearings and oil & grease as necessary.

Check all air intake and exhaust openings, screens, louvers, etc., for obstructions.

Check VFD vs. Flow meter readings.

Check EG intake filter and replace as necessary with the prefilters MERV 4-13 Pleated Panel Filter 30/30

Annually

Perform annual check of chillers.

Inspect air-conditioning and ventilation equipment for deterioration of painted surfaces and repair or repaint as necessary.

Inspect all motors & lubricate as required.

Record amperage readings on all motors. Compare with nameplate current rating.

Water treatment: Lab test water for iron, ph, dissolved solids, cu, nitrite, silica.

Add chemicals to balance and maintain to original facility water treatment standard.

FCUs and VAVs: check fans actuators and motor.

Test for proper operation of makeup water system.

Actuate test and verify proper operation of relief vent and air separator.

Exercise butterfly and globe stem valves.

Perform oil analysis in chiller refrigerant piping.

Check all HVAC controls & safety devices for proper operation. Repair as necessary.

Piping System:

1. Check piping, valve fittings, piping supports and insulation. Repair as necessary.
2. Clean all strainers & drip legs. Repair all system leaks.

Diffusers, Grilles, and Registers. Check airflow if an air distribution problem is indicated.

---End of Statement of Work---